



INTEGRATED OFFICE APPLICATIONS (215)

REGIONAL – 2019

Production:

Job 1: Spreadsheet _____ (160 points)

Job 2: PowerPoint _____ (140 points)

Job 3: Letter/Table _____ (130 points)

TOTAL POINTS _____ ***(430 points)***

**Graders: Please double check and verify all scores
and answer keys!**

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INTEGRATED OFFICE APPLICATIONS - REGIONAL 2019

ANSWER KEY



<i>Job 1 – Spreadsheet</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Data inputted correctly (follows production standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Landscape Orientation (fits to one page)	10	
Column Titles formatted correctly, Wrap text for Column B title (as displayed in key)	10	
All table data is displayed	10	
Formulas visible for Total Cost	10	
Cells formatted for Currency, 2 decimal places	10	
Contestant Number and Job # in footer	10	
Job 1 Total	160	
<i>Job 2 – PowerPoint</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Data inputted correctly (follows production standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Correctly changed theme to Basis	10	
Fields formatted correctly (font, text size)	10	
Pictures inserted correctly	10	
Contestant Number and Job # in presentation footer	10	
Job 2 Total	140	
<i>Job 3 –Letter/Table</i>	<i>Possible Points</i>	<i>Points Awarded</i>
Letter (follows production standards) 0 errors - 100 points, 1 error - 90 points, 2 errors - 70 points, 3 errors – 50 points, 4+ errors – 0 points	100	
Table 2 columns, 5 rows, inserted in letter correctly	10	
Contestant Number and Job # in footer	10	
Letter printed	10	
Job 3 Total	130	
TOTAL	430	



Job 1 – Spreadsheet

	A	B	C	D	E	F
1	Professional Business Associates					
2	Vacation Destinations					
3						
4						
5		Vacation Package 7 night stay	Air Fare	Hotel Accomodations	Food	Total Cost
6		Hawaii	\$600.00	\$2,500.00	\$1,325.00	\$4,425.00
7		Jamaica	\$700.00	\$1,260.00	\$1,250.00	\$3,210.00
8		Virgin Islands	\$500.00	\$1,852.00	\$1,023.00	\$3,375.00
9		Caribbean	\$600.00	\$932.00	\$900.00	\$2,432.00
10		Mexico	\$300.00	\$1,125.00	\$720.00	\$2,145.00
11		Alaska	\$450.00	\$856.00	\$800.00	\$2,106.00
12		Costa Rica	\$800.00	\$1,589.00	\$1,180.00	\$3,569.00
13		Puerto Rico	\$750.00	\$1,745.00	\$1,250.00	\$3,745.00

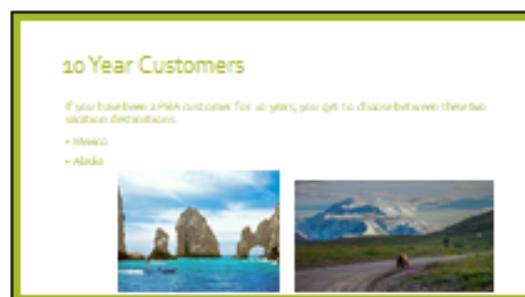
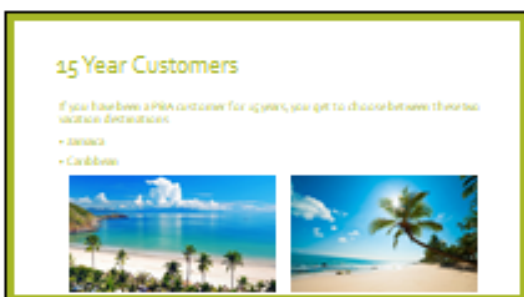
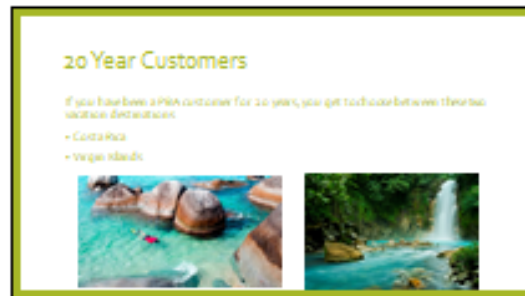
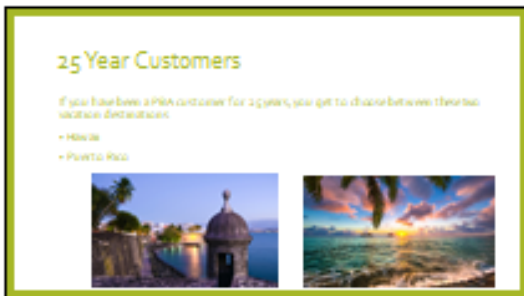
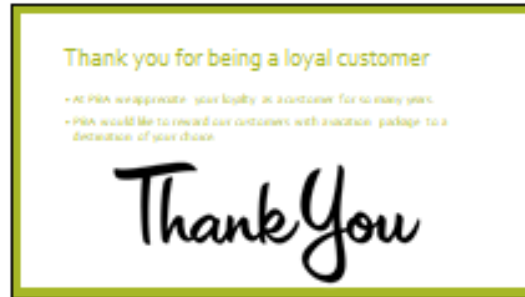
	A	B	C	D	E	F
1	Professional Business Associates					
2	Vacation Destinations					
3						
4						
5		Vacation Package 7 night stay	Air Fare	Hotel Accomodations	Food	Total Cost
6		Hawaii	600	2500	1325	=SUM(C6:E6)
7		Jamaica	700	1260	1250	=SUM(C7:E7)
8		Virgin Islands	500	1852	1023	=SUM(C8:E8)
9		Caribbean	600	932	900	=SUM(C9:E9)
10		Mexico	300	1125	720	=SUM(C10:E10)
11		Alaska	450	856	800	=SUM(C11:E11)
12		Costa Rica	800	1589	1180	=SUM(C12:E12)
13		Puerto Rico	750	1745	1250	=SUM(C13:E13)

Note to Graders:

- Data input correctly : 0 errors – 100 points; 1 error – 90 points; 2 errors – 70 points; 3 errors – 50-points; 4 or more errors – 0 points
- Cells are formatted to Currency, 2 decimal places
- Orientation-Landscape
- Formulas are visible for 2nd print out in Landscape



Job 2 – PowerPoint



Note to Graders:

- Basis Theme
- 6 slides in Hand-out view
- Periods after bulleted items are optional – but should be consistent



Job 3 – Letter

Current Date

Mr. Randy Smith
3487 South Lake Dr.
Cleveland, OH 44109

Dear Mr. Smith

Professional Business Associates appreciates your loyalty as a customer for so many years. As a valued customer, we would like to take this opportunity to reward you with a vacation package to a destination of your choice.

Listed below are the years that we will reward a vacation to and the vacation destinations of choice based on the years of customer loyalty you have given PBA.

Customer Years to PBA	Vacation Destination
25 Years	Hawaii or Puerto Rico
20 Years	Costa Rica or Virgin Islands
15 years	Jamaica or Caribbean
10 years	Mexico or Alaska

We will be holding a customer appreciation reception in your honor on Saturday, June 1, 2019, at Professional Business Associates, 5454 Cleveland Avenue, Columbus, OH 43231-4021. You will receive your travel voucher with Sunrise Travel Agency and an informal presentation on the travel destination you have been awarded.

If you have any questions, please contact me at 614-895-7277.

Sincerely

Roger Meyer
Marketing Department

XX-XXXX-XXXX